

RFP – 04 Questions

1. With what companies has the ISD historically worked on JIS strategy, products, and services? **Answer:** The AOC has no established long term history with any preferred vendors in the areas of strategy, products, or services.
2. RFP Section 4.5 indicates the vendor must provide audited financial statements for the past three years. Please confirm that audited financial statements are a requirement and minimum qualification in order to be considered for this RFP. **Answer:** Yes.
3. If audited financial statements are required, please indicate whether or not audited financial statements would be required for a prime contractor and a sub-contractor. **Answer:** Yes to prime, No to sub-contractor.
4. Section VII - C states that AOC expects the vendor to deliver actionable recommendations, solutions, and artifacts in support of a new business plan for JIS. The content and structure of business plans can vary significantly. Can you share the current JIS business plan? Can you provide guidance on the desired content and structure of the business plan? **Answer:** The basis for the business plan and supporting strategies is part of the exhibit.....There is nothing else to provide and vendors should make determinations on how best to approach the response and subsequent level of detail.
5. Is the National Center for State Courts permitted to bid on this solicitation given that the former CIO of the WA OAC CIO is currently a VP at the National Center for State Courts? **Answer:** Yes.
6. What security server, i.e. RACF, ACF2 or TopSecret is being used for the mainframes listed? **Answer:** RACF.
7. Would entering into the contract to provide services outlines in the RFP titled "AOC ISD Business Planning and Strategy" preclude a contractor from bidding on, entering into a contract or providing future services related to the implementation of the Judicial Information System? **Answer:** No.
8. What is the budget for this contract? **Answer:** There are no budgetary

constraints for this procurement.

9. RFP, Page 11, Section V states that the contractor will provide domain experience in "Enterprise Architecture Program Establishment." RFP Appendix C08 is the Enterprise Architecture Program Startup Primer Kit. Are you looking for a review of this document? Or are you looking for the contractor to help implement the program? How does this relate to the deliverables? **Answer:** Appendices serve as reference documents for particular areas or topics relevant to this procurement. See RFP Section V for procurement goals.
10. RFP Pg 11 IV.5 States "Demonstrate the capacity to provide full time on-site staff..." Must all of the vendor's staff for this engagement be on site? **Answer:** Finalized work plans including resource requirements in support of requested services determine onsite frequency.
11. RFP Pg 11 IV.7 describes that staff qualifications will be assessed. What qualifications do you view as most important? Please provide the minimum and desired qualifications that will be used to evaluate proposed staff. **Answer:** See Section V (Professional Service Goals)
12. RFP Pg 14. Para VII D From reading the description of Deliverable #4, we are unclear if this work is to be performed during the engagement period for this contract or if this work is to be performed under a contract extension. We are also uncertain whether this work is to be performed on a time and materials basis (T&M) or as a deliverables based contract. Please clarify these items for us and describe what this deliverable entails (i.e., what is the deliverable?) If this deliverable is to be performed on a T&M basis, how would you like costs to be reflected? If this deliverable is to be performed as a contract extension, what period of performance should we assume? What services do you expect from this deliverable (e.g., project management services, technical support services, etc.)? **Answer:** Read RFP.
13. RFP Pg 14 VIII Criteria #2 states that "Discovery and analysis

incorporates approved requirements....” Please provide the list of approved requirements. **Answer:** Read RFP.

14. RFP Pg 14, X.A states, “The Vendor must submit information detailing the proposed pricing of the Professional Services.” Other than the cost information to be provided in Appendix B Pricing Matrix, what other cost detail information should vendors provide? **Answer:** Vendor determines appropriate level of detail and related cost elements for inclusion in their proposal response
15. RFP Pg 15, X.B states, “The vendor must use pricing proposals using the cost categories outlined below.” The sections below this statement are 1. Professional Services, and 2. Project Costs. It appears that the Professional Services should be specified as recurring costs in Appendix-B Pricing Matrix while the Project Costs should be specified as “One-Time” costs in Appendix-B. Is that correct? **Answer:** Vendor determines appropriate level of detail and related cost elements for inclusion in their proposal response.
16. RFP Pg 15, X.B.1, 2nd bullet item, states, “The Vendor must propose cost on a per deliverable basis.” The corresponding Appendix B – Pricing Matrix contains a column for “Total One-Time Costs”, which is typical for a deliverables based contract, but also contains a column for “Recurring Costs”, which is generally a time and materials approach. Please explain the purpose of these 2 cost categories and how you intend for vendors to specify costs within these categories. **Answer:** Vendor determines approach and best methods for detailing costs appropriate to their proposal response.
17. Appendix B - Are you asking for our lowest estimated price and highest estimated price for each deliverable? **Answer:** See answer to previous question.
18. How does this effort differ from the assessment performed by Sierra Systems in 2008 or the assessment performed by Gartner in 2005? **Answer:** Current procurement goals do not correspond to past engagements.

19. Please provide all deliverables from the Sierra Systems and Gartner contracts. **Answer:** See Appendix C.
20. Will Gartner and Sierra Systems be allowed to bid on the current RFP? **Answer:** Standard WA State procurement guidelines will be followed.
21. Have the AOC stakeholder Business Processes been documented? If so, please provide one as an example. **Answer:** Customer business processes are documented and can be made available to the apparently successful bidder.
22. What assumptions can we make in our proposal as to the amount of time business users can be made available? Also, does ISD plan on providing the successful bidder with any type of support team (project/contract manager, subject matter experts, analysts, etc)? **Answer:** AOC is committed to partnership collaboration which includes providing business and technical staff support for this procurement.
23. The goal of this effort seems to be not dissimilar to that put to and delivered by Gartner in 2006. How has AOC leveraged Gartner's previous work? Why was this effort successful or not successful? **Answer:** Current procurement goals are unique to this procurement.
24. What is AOC's current status in relation to the 2006 JIS Roadmap? **Answer:** Key aspects of original roadmap continue moving forward including deployment of a new enterprise data warehouse and expanded data exchange capability.
25. Is it AOC's intention to revisit that roadmap and create a new one? Or does it just need to be updated and extended into the future? **Answer:** See RFP Section V.
26. What road blocks or obstacles have been encountered to date in implementing the JIS Roadmap? **Answer:** Tactics employed have not fully realized all aspects of JIS Roadmap
27. What is the scope of expected research for this engagement? Best Practices within Washington State? Best Practices from other states? **Answer:** See answer to question #25.

28. The Customer & Services Profile (Appendix C-06) is not dated? Is there a date for this document? **Answer:** December 2006.
29. Appendices C-11 and C-12 appear to be the same document. Was this on purpose? Please identify differences between the two documents. **Answer:** Revisit and download. Original posting was a duplicate for C-11 and C-12.
30. You removed the \$5 million revenue for professional services for three years requirement. The RFP includes requirements to maintain additional protection that are not standard requirements for State work, such as maintaining insurance coverage for 6 years after work completion and a \$1 million letter of credit; is it the intent to discourage responses from small businesses. **Answer:** No.
31. Some of the insurance requirements are greater than the risk of project deliverables. Did you intend for the insurance coverage to exceed potential project risks? These insurance requirements discourage RFP responses by small businesses. **Answer:** The AOC is compliant with WA state procurement guidelines.
32. The RFP states that the scope of work timeframe is December 15, 2008 through May 15, 2009. The deliverables required by May 15, 2009 appear to be deliverables #1 – Work Plan & Schedule, #2 – Discovery & Analysis, and #3 – Findings & Recommendations. Are we correct in assuming that deliverable #4 – Option to Execute will be completed beyond the May 15th date? **Answer:** Outcomes from Deliverable #3 will dictate duration and effort for execution of Deliverable #4 which may extend beyond the proposed contract end date.
33. What is the available budget or budget range for this project? **Answer:** There are no budgetary constraints on this procurement.
34. What, if anything, is driving the short time frame for the project? **Answer:** See RFP section II
35. What is ISD's expectation for onsite consultant availability? If the expectation is for a consultant or consultants to be available onsite more than more than 8-16 hours per week, what is the impetus behind

this expectation and is this flexible? **Answer:** Finalized work plans including resource requirements in support of requested services determine onsite frequency.

36. Is the plan to be developed for JIS intended to replace previous JIS business planning efforts, or to support/extend them? **Answer:** See RFP Section II and V.

37. What is the relationship between the JIS Business plan and the plans of the AOC/Washington Courts? Is the JIS plan to be independent? **Answer:** See RFP Section II and V.